

**GOVERNMENT OF  
THE DISTRICT OF COLUMBIA**



**DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS**

**2016 THIRD PARTY  
PROGRAM  
PROCEDURE MANUAL**

**EFFECTIVE FEBRUARY 8, 2016**

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## **I. INTRODUCTION AND OVERVIEW**

The Government of the District of Columbia, through its Department of Consumer and Regulatory Affairs (DCRA), is responsible for the inspection and approval of all construction projects in the District of Columbia. Pursuant to provisions of the HomeStart Regulatory Improvement Amendment Act of 2002, codified as Title 6, section 1405.03 of the District of Columbia Code, and D.C. Mun. Regs. Tit. 12A, §109.4 (2015), nongovernmental persons or entities, are authorized to perform inspections and plans review and to certify that such work complies with the District of Columbia Construction Codes, under certain conditions.

The Third Party Program is administered by DCRA's Third Party Program under delegated authority from the Code Official. This Manual revises and replaces all previous editions and sets forth the minimum qualifications, administrative guidelines and procedures established and implemented by DCRA for Third Party Agencies to ensure that all inspections or reviews conducted by Third Party Agencies are at the highest professional level, and to ensure a process for verification and auditing of the Third Party Agencies. The Manual also establishes an application process for Third Party Agency certification.

The rules establishing the minimum requirements for Third Party Agencies, Professionals-In-Charge, Third Party Inspectors and Third Party Reviewers are set forth in D.C. Mun. Regs. Tit. 12A, §109.4 (2015). In order to clarify the requirements and procedures for DCRA's Third Party Program, and to provide DCRA with the flexibility to update these requirements as necessary, DCRA hereby adopts this Third Party Program Procedure Manual, as authorized by D.C. Mun. Regs. Tit. 12A, § 109.4 (2015). Pursuant to Section 109.4, applicants seeking to qualify as and be certified as Third Party Agencies must comply with the qualification requirements and procedures set forth in the most current edition of the Third Party Program Procedure Manual. *See* D.C. Mun. Regs. Tit. 12A, §109.4.2. (2015).

A Third Party Agency licensed to conduct Third Party Plan Review and/or Inspections may be a corporate entity or partnership or sole proprietor licensed to do business in the District of Columbia. An Agency must employ or contract with one or more qualified Professionals-In-Charge and Third Party Inspectors or Reviewers in each field discipline which the Agency proposes to inspect.

A certified Third Party Agency may inspect or review any of the following disciplines provided that it has been approved by DCRA to inspect or review:

- Architectural
  - Non-Structural
  - Structural
- Elevators
- Energy
- Mechanical
- Plumbing
- Electrical

- Fire and Life Safety
- Accessibility

Third Party Agencies are not authorized to conduct inspections or reviews that fall under the purview of the following agencies or administrations:

- Office of the Zoning Administrator
- District Department of Energy and Environment
- Department of Health
- Historic Preservation Review Board
- U.S. Commission of Fine Arts
- DC Water and Sewer Authority
- Washington Metropolitan Area Transit Authority
- District Department of Transportation
- DCRA Green Building Division
- Properties located within a flood plain as determined by FEMA

The following activities of the Project are outside the scope of the District's Third Party Inspection Program. An Inspection Agency shall not have the authority to authorize or approve any of the following:

- Granting of modifications or alternate methods of material and design from any provision of the D.C. Construction Codes, orally or in writing
- Approval of installations in vaults and other projections into public space, without written approval by the District Department of Transportation
- Site work where jurisdictional authority is outside of the scope of DCRA
- Work subject to inspection and approval by the Historic Preservation Review Board of the Office of Planning
- Zoning compliance
- Work within a flood plain determined by FEMA
- Green Construction Code and Green Building Act Requirements
- Other work as determined by the Code Official

## **II. APPROVAL OF THIRD PARTY PLAN REVIEW AGENCIES**

### **A. Application Process**

In order to be certified to participate in the Third Party Program, each party seeking to qualify as a Third Party Agency must submit an application to DCRA yearly by March 1<sup>st</sup> of every year. See Appendix B.

By undertaking a Third Party Inspection and/or Plan Review, the Third Party Agency acknowledges that it is in compliance with all the conditions of the applicable District laws and this Manual.

An applicant must provide and/or state the following in support of the application:

1. A detailed statement of the Third Party Agency's qualifications pursuant to this Manual and the HomeStart Act, including the qualifications of all Professional(s)-In-Charge, Inspectors, and/or Plan Reviewers.
2. The application for Third Party Agencies must include a list of the Professional(s)-In-Charge, Inspectors and/or Plan Reviewers affiliated with the Third Party Agency, who will certify, supervise and/or perform Third Party Inspections and/or Plan Review.
3. A quality assurance plan, that includes details about the internal processes for ensuring that the Third Party Agency will perform contracted Inspections and/or Plan Review, report non-conforming items to the attention of the owner, contractor or designer, provide timely reports for each inspection/review or re-inspection/re-review and submit a final signed report.
4. A notarized sworn affidavit, signed by an authorized representative of the Third Party Agency, attesting that the Third Party Agency, its Professional(s)-In-Charge and/or Inspectors/Plan Reviewers will remain independent of conflicts of interest in accordance with the HomeStart Act.
5. Proof of Insurance Coverage required by the District of Columbia.
6. Proof of licensure, professional degree, registration and/or certification of Professionals-In-Charge Inspector and/or Plan Reviewers are required in the District of Columbia, the Occupational and Professional Licensing Administration (OPLA), an accredited University or College, the International Code Council (ICC), or the Steel Tank Institute. Proof of this licensure, degree, registration and/or certification will be a condition prior to approval as a Third Party Agency.
7. Proof of application of IAS Accreditation <sup>1</sup>
8. Proof of at least one Professional-In-Charge qualified in each discipline in which the Inspection Agency proposes to perform inspections, and shall employ a sufficient number of qualified Inspectors and/or Plan Reviewers experienced in the inspection discipline in which he/she is conducting inspections.
9. Proof of General Business License.
10. The Third Party Agency certifies that it or its agents have not been found to have committed an ethics violation.

Upon receipt of the completed application, DCRA will review the entire application and supporting documents to determine if the Agency meets all requirements. DCRA shall have fifteen (15) business days after receipt of the completed application to review, and approve or disapprove, the Third Party Agency.

When an application is approved by DCRA, the Third Party Agency will be issued an Approval Letter and Identification number as evidence that the Third Party Agency has been certified to

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<sup>1</sup> All agencies shall be required to obtain IAS Certification within two (2) years of the acceptance to the Third Party Program.

participate in the Third Party Program. The Third Party Agency has an obligation to update DCRA in writing if any material information previously submitted to DCRA in its application has changed.

#### **B. Previously Approved Third Party Agency under the 2012 Manual**

A person or entity who received prior approval from DCRA as a Third Party Agency under the 2012 Manual who are in good standing as of the date of this Manual (“Previously Approved Third Party Agency”) will be required to submit a new application to DCRA within thirty (30) calendar days of the effective date of this Manual. The application must demonstrate that it complies with the terms and conditions set forth in this Manual, the Construction Code Supplement and the HomeStart Act.

DCRA in its sole discretion may provide conditional approval to the Third Party Agency to conduct inspections and/or Plan Review up to six (6) months. Conditional approvals are only valid for six (6) months and may not be extended. If the required documentation is submitted in a timely manner, then the conditional approval for the Inspectors or Plan Reviewers shall be automatically extended until DCRA issues an appropriate certification. If such documentation outlined above is not submitted within the six (6) months, the Conditional Approval shall be automatically revoked or suspended for the Inspectors and/or Plan Reviewers until the Third Party Agency demonstrates compliance with the relevant qualification requirements. After six (6) months of the effective date of the Manual, conditional approvals will not be granted. Conditional Approvals will not be provided for the requirements for a Professional-In-Charge.

#### **C. Duty to Update Applications and Approvals**

An applicant for certification or a certified Third Party Agency is required to immediately notify DCRA in writing if there is a material change in its pending application or approved certification changes. For example, if a Professional-In-Charge, Inspector, and/or Plan Reviewer is added or removed from a Third Party Agency, DCRA must be notified within (five) 5 business days after the personnel change. When personnel are added to the Third Party Agency, the qualifications of the added persons must be provided to DCRA so that qualifications of each can be reviewed and approved by DCRA. After DCRA’s approval is received, the Third Party Agency’s authorization can be modified to add the identified Professional-In-Charge, Inspector, and/or Plan Reviewer. Failure to update material information, including, but not limited to personnel changes, shall be grounds for denial of an application or removal from the Program.

#### **D. Quality Assurance Plan**

The Third Party Agency shall create and maintain a quality assurance plan, describing the method or plan that the Third Party Agency uses to maintain the quality of all Plan Review and Inspection services. The Quality Assurance Plan must be submitted with the Third Party Agency application for approval and may be audited by DCRA, as determined by the Third Party Manager.

#### **E. Conflicts of Interest**

Each Third Party Agency, Professional-In-Charge, Inspector and Plan Reviewer shall at all times remain in compliance with the independence and conflict of interest provisions set forth in the HomeStart Regulatory Improvement Amendment Act of 2002, codified as title 6, section

1403.01 et seq. of the District of Columbia Code. Each Third Party Agency, Professional-In-Charge, Inspector and Plan Reviewer are individually and severally responsible for maintaining compliance with the conflict of interest provisions set forth in this Manual.

Third Party Agencies shall remain free of conflicts of interests on projects in which it is conducting Third Party Inspections or Plan Reviews. The following circumstances and/or activities of a Third Party Agency constitute a conflict of interest that disqualifies the Third Party Agency from performing any inspection/plan review on a specific project<sup>2</sup>.

1. The Third Party Agency is owned or controlled by any entity associated with the Project.
2. The Project Architect(s), Engineer(s) or other design professional(s) of record, or their firms have an ownership interest in the Project or the Third Party Agency.
3. The Project code or zoning consultant or other specialty consultants or advisors are associated with the design of the Project or their firms.
4. The General Contractor of the Project or any of its Subcontractors has an ownership interest or role in the Third Party Agency.
5. Any person or entity performing functions of Project Management, Construction Management, Value Engineering or Quality Control of the Project has an ownership interest or role in the Third Party Agency.
6. Any person or entity associated with the financing of the Project has an interest or role in the Third Party Agency.
7. Any person or entity performing legal counsel to the owner of the Project.
8. Any person or entity associated with the Third Party Agency, who performs functions of permit expedition or acting as Owner's agent, or any other party or entity associated with advocating for the Owner's interest in the Project.
9. The Third Party Agency has provided advisory, consulting services, and/or design services to any entity associated with the Project.
10. The Third Party Professional-In-Charge is subject to all conflicts requirements of the Third Party Agency in which there is a business relationship.
11. The Third Party Agency is conducting Plan Review and an Inspection for the same project.
12. Any other circumstances or activities not listed above that the Third Party Program may reasonably deem, to constitute an actual, potential or apparent conflict of interest based on consideration of specific circumstances, to include construction contracting in any form.

#### **F. Insurance Coverage**

The Third Party Agency shall obtain and maintain Minimum Errors and Omissions Coverage for each occurrence in the amount of \$1,000,000, with the District of Columbia listed as additional insured. This requirement is not to be interpreted to mean that Errors and Omissions (E and O)

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<sup>2</sup> This list includes examples of conflicts of interests; however, it is not exhaustive. DCRA reserves its right to investigate any allegation of an actual, potential or apparent conflict of interest of a Third Party Agency. DCRA shall issue discipline for any actual, potential or apparent conflict of interest.



are required for each project. Professionals-In-Charge, Inspectors, and Reviewers who are principals of the Third Party Agency or who are employed by, or under contract with the Third Party Agency, shall be covered by the Third Party Agency's insurance. The insurance shall be cancelable only after thirty (30) days' notice to the Department of Consumer and Regulatory Affairs, by certified mail with return receipt, addressed to the following address or such other address as the Third Party Manager may advise:

Third Party Program Manager  
Department of Consumer and Regulatory Affairs  
1100 4th Street, SW  
Washington, DC 20024

Any cancellation of the required insurance shall result in removal of Third Party Approvals effective on the date of the insurance cancellation. If the Third Party Agency changes insurance providers, within fifteen (15) calendar days, the Third Party Agency must submit updated insurance coverage to DCRA. Failure to do so shall result in the Agency's removal from the Program.

### **III. QUALIFICATIONS OF THIRD PARTY INSPECTION AGENCIES**

In order to obtain DCRA approval, the Inspection Agency must identify Professionals-In-Charge and Inspectors, who meet the qualifications for each field discipline as set forth in this Manual.

#### **A. Construction**

##### **1. Construction Professional-In-Charge Qualification Criteria**

- Current registration in the District of Columbia as a Professional Engineer, Architect or current ICC Certification of Master Code Professional.
- At least four (4) years of experience in the field of mechanical and/or engineering or construction project design and/or construction management, including their administrative provisions.
- Meet the certification requirement for a Building Inspector/Reviewer as defined in this Manual.
- Maintain a minimum of four (4) ICC Continuing Education Units (CEUs) during every ICC code cycle.

##### **2. Construction Inspector Qualification Criteria**

- Current ICC Certification as a (B2) Building Inspector, (77) Commercial Energy Inspector and (21) Accessibility Inspector/Plans Examiner
- At least three (3) years of experience in code compliance building inspection in a jurisdiction using any of the ICC codes.

##### **3. Construction Plan Reviewer Criteria**

- Current ICC Certification as a (B3) Building Plans Examiner, (77) Commercial Energy Plans Examiner, and (21) Accessibility Inspector/Plans Examiner.

- At least three (3) years of experience in building plan review in a jurisdiction using any of the ICC codes.

## **B. Residential Only**

### **1. Residential Only Professional-In-Charge Qualification Criteria**

- Current registration in the District of Columbia as a Professional Engineer or Architect or current ICC Certified Master Code Professional.
- At least three (3) years of experience in the field of building design and/or construction, civil or structural engineering or construction project design and/or construction management, in a supervisory capacity.
- Meet the certification requirement for an (R5) ICC Combination Residential Inspector/Plan Reviewers.
- Maintain a minimum of four (4) ICC CEUs during every ICC code cycle.

### **2. Residential Only Inspector (One and Two Family Dwellings) Qualification Criteria**

- Current ICC Certification as an (R5) Residential Combination Inspector and (79) Residential Energy Inspector/Plans Examiner.
- At least three (3) years of experience in code compliance building inspection in a jurisdiction using any of the ICC codes.

### **3. Residential Only Plan Reviewer (One and Two Family Dwellings) Qualification Criteria**

- Current ICC Certification as an (R3) Residential Plan Reviewer or (B3) Commercial Plan Reviewer and (79) Residential Energy Inspector/Plans Examiner.
- At least three (3) years of experience in code compliance building inspection in a jurisdiction using any of the ICC codes.

## **C. Mechanical**

### **1. Mechanical Professional-In-Charge Qualification Criteria**

- Current registration in the District of Columbia as a Professional Engineer, Architect, or current ICC Certification of Master Code Professional.
- At least four (4) years of experience in the field of mechanical design, mechanical engineering, or mechanical project design, including their administrative provisions.
- Meet the certification requirement for a Mechanical Inspector/Reviewer as defined in this Manual.
- Maintain a minimum of four (4) ICC CEUs during every ICC code cycle.

### **2. Mechanical Inspector Qualification Criteria**

- Current ICC Certification as an (M2) Mechanical Inspector, and (77) Commercial Energy Inspector.
- At least three (3) years of experience in code compliance inspection of mechanical systems in a jurisdiction using any of the ICC codes.

### **3. Mechanical Plan Reviewer Qualification Criteria**

- Current ICC Certification as an (M3) Mechanical Plans Examiner and (77) Commercial Energy Inspector.
- At least three (3) years of experience in code compliance inspection of mechanical systems in a jurisdiction using any of the ICC codes.

## **D. Electrical**

### **1. Electrical Professional-In-Charge Qualification Criteria**

- Current registration in the District of Columbia as a Professional Engineer, Architect or current ICC Certification of Master Code Professional.
- At least four (4) years of experience in the field of electrical systems design and layout, including their administrative provisions.
- Meet the certification requirement for an Electrical Inspector/Reviewer as defined in this Manual.
- Maintain a minimum of four (4) ICC CEUs during every ICC code cycle.

### **2. Electrical Inspector Qualification Criteria**

- Current ICC Certification as an (E2) Electrical Inspector and (77) Commercial Energy Inspector.
- At least three (3) years of experience in code compliance inspection of electrical systems in a jurisdiction using any of the ICC codes.

### **3. Electrical Plan Reviewer Qualification Criteria**

- Current ICC Certification as an (E3) Electrical Plans Examiner and (77) Commercial Energy Inspector.
- At least six (6) years of experience in code compliance plan review of electrical systems in a jurisdiction using any of the National Electric Code (NEC) or ICC codes.

## **E. Plumbing**

### **1. Plumbing Professional-in-Charge Qualification Criteria**

- Current registration in the District of Columbia as a Professional Engineer, Architect or current ICC Certification of Master Code Professional.
- At least four (4) years of experience in the field of mechanical engineering or mechanical/plumbing systems design and layout in a supervisory position, including their administrative provisions.
- Meet the certification requirement for a Plumbing Inspector/Reviewer as defined in this Manual.
- Maintain a minimum of four (4) ICC CEUs during every ICC code cycle.

### **2. Plumbing Inspector Qualification Criteria**

- Current ICC Certification as a (P2) Plumbing Inspector, (77) Commercial Energy Inspector and (21) Accessibility Inspector/Plans Examiner.

- At least three (3) years of experience in code compliance inspection of plumbing systems in a jurisdiction using any of the ICC codes.

### **3. Plumbing Plan Reviewer Qualification Criteria**

- Current ICC Certification as a (P3) Plumbing Plans Examiner, (77) Commercial Energy Plans Examiner, and (21) Accessibility Inspector/Plans Examiner.
- At least three (3) years of experience in plumbing plan review in a jurisdiction using any of the ICC codes.

## **F. Fire Protection**

### **1. Fire Protection Professional-In-Charge Qualification Criteria**

- Current license in the District of Columbia as a Professional Engineer, Architect or ICC (FM) Certified Fire Marshall.
- At least five (5) years of experience in the sections of the D.C. Construction Codes pertinent to Fire Protection & Life Safety systems, including its administration provisions.
- Maintain a minimum of four (4) ICC CEUs and two (2) NFPA CEUs per ICC/NFPA Code cycle
- Meet the certification requirements for a Fire Protection Inspector.

### **2. Fire Protection Inspector Qualification Criteria**

- Current ICC certification as a (66) Fire Inspector I and (67) Fire Inspector II.
- At least three (3) years of experience in code compliance inspection of Fire Protection systems in a jurisdiction using any of the ICC codes.

### **3. Fire Protection Plan Reviewer Qualification Criteria**

- Current ICC Certification as a (F3) Fire Plans Examiner.
- At least six (6) years of experience in code compliance plan review of Fire Protection & Life Safety Systems in a jurisdiction using any of the ICC codes.

## **G. Energy**

### **1. Energy Professional-In-Charge Qualification Criteria**

- Current license in the District of Columbia as a Professional Engineer, Architect or current ICC Certification of Master Code Professional.
- ICC certification as a (79) Residential Energy Inspector/Plans Examiner, (B2) Commercial Building Inspector, and either (CE) Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1 or both (77) Commercial Energy Inspector and (78) Commercial Energy Plans Examiner.
- At least three (3) years of experience in the construction or building field working with energy-related systems (e.g. mechanical systems, lighting, energy modeling, building envelope, renewable energy).
- Maintain a minimum of four (4) ICC CEUs during every ICC code cycle.

## **2. Energy Inspector Qualification Criteria**

- Current ICC certification as a (B2) Commercial Building Inspector, (79) Residential Energy Inspector/Plans Examiner, and either (77) Commercial Energy Inspector or (CE) Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1.
- At least two (2) years of experience in energy systems and energy efficiency in a jurisdiction using the International Energy Conservation Code (IECC).

## **3. Energy Protection Plan Reviewer Qualification Criteria**

- Current ICC Certification as a (79) Residential Energy Inspector/Plans Examiner and either (78) Commercial Energy Plans Examiner or (CE) Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1.
- At least two (2) years of experience in energy systems and energy efficiency in a jurisdiction using the International Energy Conservation Code (IECC).

## **H. Elevators (New Construction Only)<sup>3</sup>**

### **1. Elevator Professional-In-Charge Qualification Criteria**

- Current registration in the District of Columbia as a Professional Engineer.
- Current ICC Certification as a (B3) Building Plans Examiner, (77) Commercial Energy Plans Examiner, and (21) Accessibility Inspector/Plans Examiner.
- At least three (3) years of experience in building plan review in a jurisdiction using any of the ICC codes.
- Certification for Inspections Supervisor with an organization accredited to Administer testing and certification of the QEI-1 standard published by the American Society of Mechanical Engineers (ASME QEI-1) as Inspection Supervisor.
- At least five (5) years of in-the-field experience in design, inspection, or construction management involving the installation, maintenance or rehabilitation of elevators and/or conveying systems, in a supervisory position.
- Maintain a minimum of four (4) ICC CEUs and 3.9 QEI-1 CEUs during every ICC code cycle.

### **2. Elevator Inspector Qualification Criteria**

- Certification with an organization accredited to administer testing and certification of the QEI-1 standard published by the American Society of Mechanical Engineers (ASME QEI-1) as certified Elevator Inspector.
- At least three (3) years of experience in installation, repair or maintenance of elevator and/or conveying systems for an elevator contractor or under the direction of a nationally Certified Elevator Inspector.
- Maintain a minimum 1.0 QEI-1 CEUs annually.

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<sup>3</sup> For annual Elevator Inspections See [Appendix I](#).

### **3. Elevator Reviewer Qualification Criteria**

- Current ICC Certification as a (B3) Building Plans Examiner, (77) Commercial Energy Plans Examiner, and (21) Accessibility Inspector/Plans Examiner.
- Certification for Inspections Supervisor with an organization accredited to Administer testing and certification of the QEI-1 standard published by the American Society of Mechanical Engineers (ASME QEI-1) as Inspection Supervisor.
- At least three (3) years of experience in building plan review in a jurisdiction using any of the ICC codes.
- At least five (5) years of in-the-field experience in design, inspection, or construction management involving the installation, maintenance or rehabilitation of elevators and/or conveying systems, in a supervisory position.
- Maintain a minimum of four (4) ICC CEUs and 3.9 QEI-1 CEUs during every ICC code cycle.

### **I. Special Inspections**

D.C. Mun. Regs. Tit. 12A §109.3.13 (2015) authorizes the Code Official to require the Owner to employ Special Inspection Agencies with adequate qualifications to inspect the following types of construction:

- Reinforced Concrete
- Reinforced Masonry
- Welding
- Precast Concrete
- Structural Steel
- Engineered Fill
- Underpinning
- Spray Applied Fire Proofing
- Smoke Control Systems

The Third Party Program Manager shall determine the qualifications of Special Inspectors, in accordance with D.C. Mun. Regs. Tit. 12A, §109.3.13.4 (2015), and Chapter 17 of the International Building Code. The current version of the Special Inspections Model Program is herein adopted by reference for administration and implementation of all testing and special inspections required by Section 1704.1 of the International Building Code. This Manual adopts the Special Inspections Program Procedure Manual, which can be found at [dcra.dc.gov](http://dcra.dc.gov).

#### **1. Special Inspector Qualification Standards**

The qualifications listed below are from the IAS Document AC291 – Accreditation Criteria for IBC Special Inspection Agencies

##### **a. Experience**

- i. In order for the experience to count toward qualifications, it must be based on verifiable work directly related to the category or type of inspection involved.
- ii. An engineering degree (Bachelor of Science) plus appropriate in-house training may be substituted for not more than one (1) year or experience. An engineering technology degree (Associate of Science) plus appropriate in-house training may be substituted for not more than six (6) months of experience. (A degree may not be substituted for more than half of the experience requirements in any category.)
- iii. Three (3) to five (5) or more years experience as a qualified Special Inspector in one or more categories of work may satisfy up to half of the experience requirements in any category.

**b. Certification**

Certification, when specified, is intended to mean successful completion of an ICC examination appropriate to the category of work involved.

**c. Special Inspector in Training**

The intent of this provision is to provide practical opportunities for an inspector to gain the needed experience to qualify as a Special Inspector. An inspector who does not meet the qualifications for Third Party Inspector may be allowed to perform “Special Inspections” at the discretion of the responsible Professional Engineer in charge and with approval of the Code Official, provided one or more of the following conditions are met:

- Individual is working under direct and continuous supervision of a Special Inspector fully qualified for the type of work involved; or
- Individual is working under the indirect or periodic supervision of a special inspector, and the scope of work is minor and/or routine and within the capabilities of the individual.

**2. Qualifications for Special Inspections**

**a. Pre-Stressed Concrete Qualification Criteria**

- Current ICC certification as a (92) Pre-stressed Concrete Special Inspector or current Washington Area Council of Engineering Laboratories, Inc. (WACEL) certification as a Structural Concrete/Masonry Inspector.
- At least two (2) years of experience under the direct supervision of a PE in structural engineering.
- Maintain a minimum of two (2) ICC CEUs during every ICC code cycle.

**b. Reinforced Concrete Qualification Criteria**

- Current ICC certification as a (47) Reinforced Concrete Special Inspector or current WACEL certification as a Level I Concrete Technician.
- At least two (2) years of experience under the direct supervision of a Professional Engineer in structural engineering.

- Maintain a minimum of two (2) ICC CEUs during every ICC code cycle.

**c. Non-Destructive Testing Qualification Criteria**

- Current American Society for Nondestructive Testing (ASNT) Level II as determined by Level III Examiner and a minimum one year of direct testing experience.
- Personnel qualified in accordance with nationally-recognized NDT personnel qualifications practice or standard, such as ANSI/ASNT-CP-189 or SNT-TC-1.

**d. Pier and Pile Foundations Qualification Criteria**

- Current ICC certification as a (47) Reinforced Concrete Special Inspector or NICET III or IV or current WACEL certification as a Level II Concrete Technician.
- At least two (2) years of experience under the direct supervision of a PE in structural engineering.
- Maintain a minimum of two (2) ICC CEUs during every ICC code cycle.

**e. Post-Installed Structural Anchors in Concrete Qualification Criteria**

- Current ICC certification as a (B2) Commercial Building Inspector.
- At least two (2) years of experience in the activity being inspected.
- Professional Engineer and a minimum (1) one year of experience in the activity being inspected.
- Maintain a minimum of three (3) ICC CEUs during every ICC code cycle.

**f. Soils Qualification Criteria**

- NICET II, III, IV, CT or ICC Certification as an (EC) Soils Special Inspector or current WACEL certification as a Level I Soils Technician
- At least three (3) years of experience directly related to soils testing and inspection under a licensed P.E.
- Maintain a minimum of two (2) ICC CEUs during every ICC code cycle.

**g. Spray-Applied Fireproofing Qualification Criteria**

- Current ICC certification as an (86) Spray-applied Fireproofing Special Inspector or current WACEL certification as a Level I Sprayed-on Fireproofing Technician.
- Maintain a minimum of two (2) ICC CEUs during every ICC code cycle.

**h. Bolting Qualification Criteria**

- Current ICC certification as an (S1) Structural Steel and Bolting Special Inspector or current WACEL certification as a Level I Structural Steel Inspector.
- Maintain a minimum of two (2) ICC CEUs during every ICC code cycle.

**i. Welding Qualification Criteria**



- Current ICC certification as an (S2) Structural Welding Special Inspector or current WACEL certification as a Level II Structural Steel Inspector.
- Maintain a minimum of three (3) ICC CEUs during every ICC code cycle.

**j. Structural Masonry Construction Qualification Criteria**

- Current ICC certification as an (84) Structural Masonry Special Inspector or current WACEL certification as a Structural Concrete/Masonry Technician.
- Maintain a minimum of two (2) ICC CEUs during every ICC code cycle.

**k. Structural Wood Construction Qualification Criteria**

- Current ICC Certification as a (B2) Commercial Building Inspector and (B2) Residential Building Inspector.
- Maintain a minimum of two (2) ICC CEUs during every ICC code cycle.

**l. Smoke Control Special Inspector Qualification Criteria**

- Current ICC certification as a (67) Fire Inspector II and (B1) Commercial Building Inspector or ICC Certification of Master Code Professional.
- Maintain a minimum of four (4) ICC Cs during every ICC code cycle.

#### **IV. DUTIES AND RESPONSIBILITIES OF THIRD PARTY AGENCY**

**A. Execution of Notice of Intent**

The Owner must execute the “Notice of Intent” to use a Third Party Agency and confirm that the fully executed Notice of Intent is on file with DCRA prior to the Third Party Agency commencing a project. See [Appendix C](#). After receipt by DCRA, this notification approval shall be acted upon by DCRA by the next business day noting approval or disapproval of the use of a Third Party Agency. The Owner of the Project or the designated agent must sign the Notice of Intent. A notarized letter confirming the Agent’s authority and identity must be attached to the Notice of Intent if the Owner is not the signing party.

**B. Duties of the Professional-In-Charge**

The Professional-In-Charge must provide direct supervision of all Inspections or Plan Reviews conducted by the Third Party Agency. The Professional-In-Charge is responsible for providing certifications for each discipline that the Third Party Agency is authorized to conduct.

**C. Training**

All Third Party Agencies including Inspectors, Plan Reviewers, and Professionals-In-Charge must attend DCRA mandatory training. Failure to attend mandatory trainings may result in suspension or removal from the Program until the training is obtained. Advance notice of the training will be provided to all Third Party Agencies.

All Third Party Agencies must provide proof of completion of a minimum of four (4) hours of an approved Ethics training program biennially, which must include one (1) hour of Ethics training provided by the Board of Ethics and Government Accountability (BEGA).

## **D. Inspection Reports**

The Third Party Inspection Agency must submit inspection reports to DCRA for review and approval. Below are the required reports that must be submitted to DCRA within three (3) business days of the inspection:

### **1. Non-Compliance Report**

The Inspection Agency shall produce a report that contains a specific list of non-complying items for each Inspection. The report will list the required corrections that are a pre-requisite to the approval of a phase of construction. For each item designated non-compliant, the report shall cite the relevant code section(s), the nature of the deficiency and the location of the deficiency. These reports shall be submitted via email in a compressed file each Monday to DCRA. The report shall be on the Third Party Agency's letterhead in a PDF file. The report shall specify the following. See [Appendix F](#).

- Inspection Agency's name and address
- Name of the Professional-In-Charge and the approved Inspectors
- Project address
- Permit number
- Type of inspection performed
- List of items found to be non-compliant by the inspection and code reference
- Phase of the Project if partial inspection
- The time allowed for the correction

The Inspection Agency shall communicate with the Owner, the Owner's contractor(s), agent(s) and/or designer(s) of record, to identify the needed corrections to accomplish code compliance. Under no circumstances is the Inspection Agency authorized to advise or participate in a modification of the District's regulations. The ruling on the modification and/or interpretation must always be determined by the Code Official.

### **2. Reports Submission Requirements**

- a. **Weekly Reports** shall be sent weekly to [dcra-tpi-weekly@dc.gov](mailto:dcra-tpi-weekly@dc.gov) and due on Monday by 5:00 p.m. stating all jobs under contract and the status of each job. This report must be on the Third Party Agency letterhead and include the address of the job, type of construction, and the type of work to be completed. With the weekly reports, a copy of all failed Inspection Reports is also required. Failed items shall contain a code reference for the violations cited in the Inspection Report.
- b. **Rough Inspection Reports** shall be sent to [tpireports.dcra@dc.gov](mailto:tpireports.dcra@dc.gov) and shall be on Third Party letterhead and submitted within three (3) business days of the inspection. All information shall be complete along with the signature of the Inspector and the stamp and signature of the Professional-In-Charge. The Third Party Agency can only submit one (1) trade per Inspection Report. Reports shall be grouped by address and include only one address per attachment. The Third

Party Agency is not required to submit copies of the permit. Inspection Field Report and the Notice of Intent must be submitted.

- c. **TPF Inspection Reports** shall be sent to [tpfreports.dkra@dc.gov](mailto:tpfreports.dkra@dc.gov) and shall be submitted in the approved format within three (3) business days of the Inspection. All information submitted shall include the signature of the Inspector and the stamp of the Professional-In-Charge. TPF reports shall be identified by the address. The Third Party Agency is not required to submit copies of the permit. Inspection Field Report and the Notice of Intent must be submitted.
- d. **Final Inspection Reports** shall be sent to [tpiareports.dkra@dc.gov](mailto:tpiareports.dkra@dc.gov) and shall be submitted in the approved format within three (3) business days of the Inspection. All information submitted shall include the signature of the Inspector and the stamp of the Professional-In-Charge. The Third Party Agency can only submit one (1) trade per Inspection Report. Reports shall be grouped by address and only one address per attachment. The Third Party Agency is not required to submit copies of the permit. Inspection or Field Report and the Notice of Intent must be submitted.
- e. **Certificate of Occupancy Reports** shall be sent to [tpiareports.dkra@dc.gov](mailto:tpiareports.dkra@dc.gov) and shall be submitted in the approved format within three (3) business days of the inspection. All information submitted shall include the signature of the Inspector and the stamp of the Professional-In-Charge. Reports shall be grouped by address and only one address per submittal. The Third Party Agency is not required to submit copies of the permit. Inspection or Field Report and the Notice of Intent must be submitted. See [Appendix G](#).
- f. **Elevator Annual Reports** shall be sent to [dkra-tpi-elevator@dc.gov](mailto:dkra-tpi-elevator@dc.gov)
- g. **Special Inspections Reports** shall be sent to [specialinspection.dkra@dc.gov](mailto:specialinspection.dkra@dc.gov) (see Special Inspections Model Program Manual).

### **3. Provide Complete and Timely Plan Review Reports**

The Third Party Review Agency shall submit the following completed reports to DCRA for each Project. The Third Party Manager within in his/her sole discretion may modify the reporting requirements and procedures as deemed necessary. The Plan Review Report shall include a Plan Review Approval Certification Cover Letter. See [Appendix D](#).

### **4. Plan Review Code Deficiency Report**

The Third Party Plan Review Agency shall complete a Plan Review Code Deficiency Report, containing a list of non-complying items (the “Code Deficiency Report”) for each Project. The Code Deficiency Report shall be in the format defined by DCRA. See [Appendix E](#). At a minimum, the Code Deficiency Report shall specify:

- Third Party Plan Review Agency’s name and address

- Name and contact information for the Professional-In-Charge and Plan Reviewers
- Project address
- Notice of Intent Approval Number
- Engineering Discipline(s) for which the plan review was performed
- List of items found to be non-conforming with codes sections
- The nature of the deficiency and the location of the deficiency
- Corresponding response from the design professional confirming that non-conforming items were corrected
- Construction type and use group classification

The Code Deficiency Report shall cite the relevant code section(s). The Third Party Plan Review Agency shall forward a copy of each Code Deficiency Report to the Owner or the Owner's designated recipient(s). Following completion of a Code Deficiency Report for a project, the Third Party Plan Review Agency shall communicate with the Owner or its designated representatives, as necessary to clarify the requested corrections to accomplish code compliance. The Code Deficiency Report shall contain a column titled "Correction Done" or provide other controls that assure that identified corrections are in fact corrected prior to returning plans and accompanying documents to the Third Party Plan Review Agency for re-review.

#### **5. Third Party Plan Review Approval Certification Letter and Report**

The Third Party Plan Review Approval Certification Letter and Report shall be sealed and signed by the Professional-In-Charge, and must be submitted in a PDF format. The Certification Letter shall specify:

- Third Party Plan Review Agency's name and address
- Name and contact information of the Professional-In-Charge of the Third Party Plan
- Review Agency
- Project address
- Notification of Intent number(s)
- List of discipline and name of reviewers for each discipline reviewed by the agency that the Third Party Plan Review Agency's Professional-In-Charge is issuing an approval Certification of Plan Review Completion for the identified discipline(s)
- A statement testifying to the compliance of the Discipline's plans for the Project with construction documents, specifications and all regulations of the District of Columbia

#### **6. Inspection Certificate Report**

The Third Party Agency must submit an Inspection Certificate Report to DCRA. The Inspection Certificate Report shall be in the approved format and submitted in a PDF file. The Inspection Certificate Report must contain the Professional-In-Charge seal.

### **E. Project Documents**

The Third Party Agency shall agree to exercise due diligence in the safe keeping of any project documents received from the Owner and to return promptly any requested documents to DCRA or the Owner upon request. The drawings, specifications electronic files in all types of media, or other materials received by Third Party Agency in connection with the performance of any work under the Program may be protected by copyright law and shall remain the property of DCRA or the Owner. Copies of plans utilized by a Third Plan Review Agency shall be solely for the purpose of completing the Third Party Plan Review Agency's work under the program and not for any other purpose. The Third Party Plan Review Agency agrees to treat such materials as restricted information. Copies of Plan Review documents shall be kept in accordance with the District of Columbia's Records Retention Schedule.

#### **F. On-Site Records**

When conducting inspections, the Third Party Agency must verify and assure all Permits issued by DCRA and On-Site Inspection Records required documents are properly posted on the site. Upon completion of an Inspection, the Third Party Agency must sign the On-Site Inspection Record.

#### **G. Participate in DCRA Compliance Review and Audits**

The Third Party Agency shall be accessible to DCRA during normal business hours in order to conduct compliance reviews and audits of the Agency. The Third Party Agency shall cooperate with DCRA in any audit or compliance review.

#### **H. Payments to Third Party Agencies**

The Owner or his/her authorized representative is responsible for all payment for services rendered to the Third Party Agency. DCRA is not a party to the contract between the Owner and the Third Party Agency. All fees and costs associated with the performance of Third Party Agency are the sole responsibility of the Owner. If the Owner elects to use a Third Party Agency, he/she shall not be entitled to a refund of any portion of the permit fee paid to DCRA. Any monetary claims that arise from incomplete, inaccurate or defective plan review and/or inspections provided by the Third Party Agency shall be remedied without cost to DCRA.

#### **I. Quality Assurance Plan**

The Third Party Agency must ensure that its personnel and/or agents are subject to performance evaluations conducted by the Third Party Agency. The Third Party Agency shall maintain all records regarding the evaluation, certifications, and continuing education requirements of its personnel and/or agents. The Third Party Agency must maintain a tracking system to monitor the submissions of all documents required by the Third Party Program.

### **V. DUTIES AND RESPONSIBILITIES OF THE THIRD PARTY MANAGER**

The Third Party Manager's responsibility is to enforce compliance with the Third Party Manual. In furtherance of his/her duties, the Third Party Manager is responsible for the following duties:

1. Review and approval of all Third Party Applications.
2. Review and approving the Notice of Intent.

3. Recall of the Notice of Intent on any Project assigned to a Third Party Agency after determining non-compliance with this Manual or any violations of the construction codes.
4. Perform compliance review and audits of the Third Party Agencies.
5. Impose discipline on Third Party Agencies

## **VI. DUTIES AND RESPONSIBILITIES OF THE PROJECT OWNER**

### **A. Execution of Notice of Intent**

The Owner must elect at the beginning of a Project whether Third Party Plan Review and/or Inspection will be used for the Project. This Notice of Intent must be submitted to DCRA. *See [Appendix C](#)*. DCRA shall review the Notice of Intent to ensure compliance with this Manual and shall grant approval or disapproval.

### **B. Mixing of Inspections and Plan Review Agencies**

The Third Party Plan Review Agency cannot perform Third Party Inspections for the same Project. To ensure compliance with the Conflict of Interest requirements the Owner must identify separate entities to conduct the Plan Review and/or the Inspection. Mixing of inspection agencies will not be allowed on any Project that is subject to the International Residential Code or as defined by the International Building Code as an R2, R3, and R4 occupancy. One Inspection Agency will be required for the completion of the Project.

On Projects governed by the Construction Codes, mixing of inspection agencies may be permitted for specific disciplines (Special Inspections), upon prior approval from the Third Party Manager. A separate Special Inspections Notice of Intent signed by all parties must be submitted to the Third Party Manager for approval. Inspections cannot occur until the Third Party Manager approves the Notice of Intent. *See [Appendix H](#)*.

Where multiple Inspection Agencies are approved by the Third Party Manager, a primary approved Inspection Agency shall be designated. This primary Inspection Agency shall have total responsibility for the coordination of all inspection agencies designated for the Project.

### **C. Scheduling of Inspections and Request for Inspections**

The Owner is responsible for scheduling of all Third Party Inspections. Permission for each inspection by DCRA is not required.

### **D. Payments to Third Party Agencies**

The Owner or his/her authorized representative is responsible for all payment for services rendered to the Third Party Agency. DCRA is not a party to the contract between the Owner and the Third Party Agency. All fees and costs associated with the performance of Third Party Agency are the sole responsibility of the Owner. If the Owner elects to use a Third Party Agency, he/she shall not be entitled to a refund of any portion of the permit fee paid to DCRA. Any monetary claims that arise from incomplete, inaccurate or defective plan review and/or inspections provided by the Third Party Agency shall be remedied without cost to DCRA.

## **VII. THIRD PARTY PROGRAM DISCIPLINARY PROCESS**

DCRA is authorized to discipline or remove a Third Party Agency from the Third Party Program for failure to comply with this Manual and the Construction Codes. Failure to comply with the Third Party Program may result in disciplinary actions that may include, but are not limited to, the following: warning, probation, suspension, and/or removal. This Manual sets forth the policies and procedures for imposing discipline.

DCRA within its sole discretion shall issue disciplinary actions against the Third Party Agency and its agents. Specifically, DCRA is authorized to issue discipline against a Third Party Agency for actions associated with the agency, plan review, and inspection activities for the individual actions based on the trade activity.

## **A. Disciplinary Violations**

### **Class 1 Violations**

DCRA considers Class 1 as the most serious violations. Class 1 violations are the most serious conduct warranting disciplinary action including failure to comply with administrative procedures, protocols, and substantive rules that may immediately impact the health, safety, and/or welfare of the public. A Class 1 violation can result from, but is not limited to, the following conduct:

- 1.1 An ethical violation by any reviewer or agency on a Third Party Project such as acceptance or offering of a bribe or making a threat.
- 1.2 Altering or falsifying any reports, documents, or plans on a project, as documented by the owner or the contractor or another person with credible knowledge of such an event.
- 1.3 Misrepresentation of information required for qualification or certification.
- 1.4 Failure to properly document and cite code violations that pertain to fire and life safety and/or welfare of the public. These may include, but are not limited, to fire-resistance-rated construction, fire stopping, means of egress, sprinkler systems, fire alarm systems, structural elements or accessibility.
- 1.5 Performing reviews and/or inspections while on suspension.
- 1.6 Failing to detect dangerous conditions within the plan review discipline.
- 1.7 Failing to detect the need for fire and fire sprinkler/standpipes, i.e. life safety systems.
- 1.8 Failing to check for all applicable documents associated with the discipline in which the Third Party Agency is performing (e.g., a soil report).
- 1.9 Failure to perform adequate Third Party Plan Review or Inspection in a Discipline in accordance with the Construction Codes or failure to inspect work according to approved construction documents.
- 1.10 Failure to abide by the conflict of interest provisions as contained in this Manual.

- 1.11 Performing inspections and/or reviews without DCRA Third Party approval as an Agency, Reviewer, and/or Inspector.
- 1.12 Failure to submit any requested documents to DCRA within the prescribed time frame.
- 1.13 Failure to exercise due diligence in safe keeping of any project documents.

### **Class 2 Violations**

Class 2 violations are serious conduct warranting disciplinary action including failure to comply with administrative procedures, protocols, and substantive rules that are egregious in nature but does not immediately impact the health, safety, and/or welfare of the public. A Class 2 violation can result from, but is not limited to, the following conduct:

- 2.1 Failure to fully document plan review and/or inspection results as required by the Third Party Manual or failing to adhere to stated review and/or inspection criteria or any District of Columbia governing specification or ICC standards.
- 2.2 Failure to declare a conflict of interest.
- 2.3 Failure of a Plan Review Agency to ensure that all documents are reviewed for compliance with Construction Codes or regulations.
- 2.4 Failure of the Inspection Agency to review the approved plans on site at the time of the inspection.
- 2.5 Performing inspections without DCRA's approval of the Third Party Agency as a Plan Reviewer and/or Inspection Agency.
- 2.6 Failure of a Third Party Agency to update DCRA with current information regarding its Professionals-In-Charge, Inspectors, and/or Plan Reviewers.
- 2.7 Conducting inspections on sites with posted Stop Work Orders.
- 2.8 Providing inspection services prior to issuance of a permit.
- 2.9 Failure to cooperate fully with the Third Party Manager conducting a compliance review, audit, or investigation.

### **Class 3 Violations**

Class 3 violations are minor offenses that impact the efficiency and overall performance of the Third Party Agency Program are the least severe and encompass failure to comply with basic administrative procedures and review protocols and do not impact the life safety of the public. A Class 3 violation can result from, but not limited to, the following conduct:

- 3.1 Failure to maintain required insurance.
- 3.2 Failure to attend required training or meetings.
- 3.3 Failing to obtain approved Notice of Intent from the owner prior to beginning the Plan Review or Inspection.



- 3.4 Failure to provide the appropriate stamp to signify personnel performing plan review task.

## **B. Discipline Procedures**

DCRA shall take the following steps in ensuring compliance with the Third Party Program if there is a determination that misconduct has occurred. Upon receipt of a complaint or as part of its compliance oversight, the Third Party Manager shall conduct an investigation to determine if the Third Party Agency acted improperly. Upon determining that the Third Party Agency is not in compliance with this Manual or District law, DCRA shall in its sole discretion conduct an investigation that may include, but is not limited to, the following steps:

1. Upon making a determination of a violation, the Third Party Manager shall issue a written letter via first class mail and/or e-mail to the Third Party Agency and the Owner of the Project stating the basis for the disciplinary action and the Class violation.
2. Once the Third Party Agency has been given notice, the Third Party Agency may appeal the decision within ten (10) business days of the date of official notification of an impending disciplinary action to the Director of DCRA. The Third Party Agency may submit evidence supporting its position to the Director of DCRA. Failure to file a written appeal within the ten (10) business days will result in the issuance of the disciplinary action.
3. All appeals shall be heard by the DCRA Director or his/her designee. The Director of DCRA shall issue his/her final decision on the appeal within ten (10) business days.

## APPENDIX A

### DEFINITIONS

**Building Code:** The current International Building Code (IBC).

**Code Official:** The Code Official is the Director of DCRA or his or her designee.

**Construction Codes:** Collectively, the Building Code, Residential Code, Electrical Code, Fuel Gas Code, Mechanical Code, Plumbing Code, Property Maintenance Code, Fire Safety Code, Energy Conservation Code and Existing Building Code, as defined in D.C. Mun. Regs. Tit. 12A, §§ 101.2 -101.4.8 (2015).

**Construction Documents:** Construction Documents shall have the same meaning as defined in 107.2.1 -107.2.5 of the International Building Code and D.C. Mun. Regs. Tit. 12A (2015).

**Continuing Education Units:** A CEU is a continuing education unit; each 10 hours of continuing education equals one (1) CEU. For example, a typical one-day seminar has 6 hours of instruction, or 0.6 CEUs. Credit is awarded for a variety of activities wherein the objective is achieving relevant professional knowledge beyond that required for initial certification.

**DC Building Code:** The current International Building Code (IBC) as amended by D.C. Mun. Regs. Tit. 12A (2015)(the “Construction Code Supplement”).

**DC Construction Code Supplement:** The applicable version of D.C. Mun. Regs. Tit. 12A (2015).

**Department or DCRA:** The District of Columbia Department of Consumer and Regulatory Affairs.

**Discipline Notice:** DCRA’s formal notice of its intent to impose Discipline on a Third Party Agency.

**Green Building:** An integrated, whole-building approach to the planning, design, construction, operation and maintenance of the building and surrounding landscapes that help mitigate the environmental, economic and social impacts of building so that they are energy efficient, sustainably safe, cost effective, accessible, healthy and productive.

**HomeStart Act:** The HomeStart Regulatory Improvement Amendment Act of 2002, codified as title 6, section 1403.01 et seq. of the District of Columbia Code.

**International Code Council Certification:** Voluntary certifications issued by the International Code Council (ICC). The ICC Certification is based on the results of one or more examinations administered by the ICC to establish proficiency in professional categories.

**Special Inspections Model Program:** The Model Program for Special Inspection based on Chapter 17 of the International Building Code published by the International Code Council in 2005 in order to provide a guideline to assist building officials in the administration and enforcement of special inspection code provisions.

**Non-Compliance Report:** A list of non-complying items prepared by the Third Party Agency submitted to DCRA.

**On-Site Inspection Record:** A card posted or otherwise made available by the permittee to allow the Professional-In-Charge to make entries regarding Third Party Inspections of the Project until final approval is granted by the Code Official.

**Owner:** The Owner of the property.

**Permit Applicant:** The person or entity, either an Owner or representative/agent of the Owner, who applies for and to whom construction permit(s) related to the Project are issued.

**Plan Review Code Deficiency Report:** A list of non-complying items prepared by the Third Party Agency following a Third Party Plan Review submitted to DCRA.

**Probation:** A period of time in which the Third Party Agency, who was found in violation of this Manual or the Construction Codes. The Third Party Agency may continue to conduct inspections and/or plan review; however, DCRA will monitor all submissions of the Third Party Agency during the period of probation.

**Removal:** The termination of the Third Party Agency, its agents or personnel is removed from the Third Party Program.

**Special Inspections:** Field inspections of certain types of construction, in accordance with D.C. Mun. Regs. Tit. 12 §§ 106.3 109.3..13 (2015), and Chapter 17 of the International Building Code, requiring specialized expertise, including reinforced concrete, reinforced masonry, reinforced gypsum, welding, precast concrete, structural steel, and engineered fill.

**STI/SP-0011 Certification:** Voluntary certification issued by the Steel Tank Institute (STI), an organization established in 1916, and in 2004 merged with the Steel Plate Fabrication Association (SPFA), which was established in 1934. STI/SPFA is the Trade Association representing fabrications of steel construction products including Shop Fabricated and Field Erected Tank Pipes, Premier Vessel and other special fabrications. They provide a source for standardizing steel construction in educational training and certification to ensure safe installation and operation of steel tanks.

**Suspension:** A period of time that the Third Party Agency cannot perform Third Party functions.

**Warning:** DCRA formal notification to a Third Party Agency of the Agency's failure to comply with this Manual or the Construction Codes.